



**TOWN OF ALLENSTOWN
PLANNING BOARD
Site Plan Application Checklist**

This document is adopted as part of the Allenstown Site Plan Regulations and in the event there is any conflict between this checklist and items listed in the Site Plan Regulations the more inclusive requirement shall apply. Please note that all items are to be submitted digitally at allenstownnh.gov per Subdivision Regulation Section 4.04. Checks and large plan sets to be submitted at Town Hall separately.

Project Name/#: _____ Tax Map & Lot No. _____

Address Project: _____ Lot Size: _____ Zoning District: _____

Property Owner: _____ Designer: _____

Description of Proposed Project: _____

SUBMISSION REQUIREMENTS FOR MAJOR AND MINOR SITE PLANS
PER SUBDIVISION REGULATION SECTION 4.04 ALL ITEMS TO BE
SUBMITTED IN DIGITAL FORM.

GENERAL STANDARDS

General Items	Yes	No	N/A	Waiver	Comments
1. Digital submittal of materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Completed application - 4 copies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Fees paid (1 escrow check; 1 check all other fees)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Letter of authorization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

	Yes	No	N/A	Waiver	Comments
5. Waiver request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Fee Acknowledgement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. W-9 (for escrow)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Plans</u>					
8. Four (4) sets of plans (5.01.b.4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. 22x34 max sheet size (5.01.b.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. USGS Topographical datum at 2' intervals with USGS benchmarks (5.02)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. Scale: not less than 1"=100' (5.01.b.2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
12. Match lines (5.01.b.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
13. Date, title, scale, locus map north arrow (5.01.b.5 & 6.01b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
14. Name & Address of developer, owner and designer (5.01.b.6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
15. Name & Address of all abutters (5.01.c & 6.01c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
16. Easements, covenants & restrictions ON PLAN (5.01.b.7 & 6.01.a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
17. Copies of all easements, Covenants& restrictions DOCUMENTS (6.01.o)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Required Exhibits</u>					
18. Boundaries (6.01.a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

	Yes	No	N/A	Waiver	Comments
19. Existing landscaping (6.01.a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
20. Water bodies and wetlands (6.01.a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
21. Trees & other vegetation (6.01.a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
22. Topographic features (6.01.a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
23. Zoning District Boundary lines (6.01.d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
24. Acreage AND Square footage Of each parcel (6.01.a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
26. Elevation or photograph Of building with height, Weight bulk and surface treatment (6.01.g)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Plans of Buildings</u>					
26. Type and size of building (6.01.f)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
27. Location of building & setbacks within 50 feet of parcel(6.01.f)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Parking</u>					
28. Off-street parking, loading areas and parking space layout (6.01.h)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Driveways & Streets</u>					
29. Location, width, curbing, access & egress to site; streets within and around site (6.01.i & m)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

	Yes	No	N/A	Waiver	Comments
<u>Solid Waste</u>					
30. Type/location of solid waste facility (6.01.j)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Signage</u>					
31. Location, size & design of any proposed signs, advertising or instructional devices (6.01.k)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Lighting</u>					
32. Location/type of all outdoor lighting facilities, including direction and area of illumination (6.01.l)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Utilities</u>					
33. Water & sewer Facilities (6.01.n)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
34. The size and proposed location of water supply and sewage disposal facilities and all distances from existing water and sewage facilities on the site and on abutting properties (6.02.b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
35. Sanitary Sewers Not Linked to storm sewer (7.06.a & j)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
36. New utilities, including electrical, Underground	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Drainage & Erosion Control</u>					
37. Location, elevation, and layout of catch basins and other surface drainage (6.02.c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

	Yes	No	N/A	Waiver	Comments
38. Drainage comply with Stormwater Management Ordinance (6.02j & 7.06.a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
39. Erosion Controls (7.06)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
40. Native vegetation For erosion control (7.06m)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
41. Erosion control Blankets w/seeding (7.06h)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
42. Maintenance for Erosion controls (7.06k)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
43. Pre and post construction drainage plan, prepared by a professional engineer (6.02.j)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Other</u>					
44. Any other exhibits required by the Planning Board (6.01.o)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
45. 25' Wetland buffer (7.01.a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
46. Snow storage per Section 7.11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

ADDITIONAL REQUIRED FILINGS FOR A MAJOR SITE PLAN (MAY BE REQUIRED FOR SOME MINOR SITE PLANS AT THE DISCRETION OF THE BOARD)

	Yes	No	N/A	Waiver	Comments
<u>Buildings</u>					
47. Plan of all proposed buildings with their type, size, location with setbacks and first floor elevation from an on-site permanent benchmark and floor area ratio as related to the Zoning Ordinance (6.02.a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
48. Existing and proposed contours, finished grade elevations; contours shall be a minimum of 2' intervals (6.02.d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Landscaping</u>					
49. Landscape plan showing type, extent & location of existing & proposed landscaping and open space areas including open space and landscape areas that will be retained, as prepared by a licensed landscape architect (6.02e)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Public Services</u>					
50. The size and location of all public service connections, with profiles and supporting design calculations: gas, power, sanitary sewer, storm drain, public water, telephone, fire alarm, overhead and underground; utilities plan shall be prepared by a professional engineer (6.02f)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

	Yes	No	N/A	Waiver	Comments
<u>Property Survey</u>					
51. Surveyed property lines showing deflection angels, distances & bearings, radius, lengths of arcs, control angles along property lines, monuments, and names of all abutters, as prepared by a licensed land surveyor (6.02.g)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>If a Subdivision (or contains roads)</u>					
52. Lines & names of all proposed streets, lanes, ways or easements intended to be dedicated for public use (6.02h)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Erosion & Sediment</u>					
53. Erosion & sedimentation control plan (7.06)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Studies</u>					
54. Traffic study prepared By a professional engineer (6.02.i)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>For Planning Board Use Only:</u>					
JOINT HEARINGS					
55. Joint hearing with Subdivision (Section XII)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
PERFORMANCE BOND					
56. Performance Bond (Section X)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____